# Assessment Tool for Becoming a 100 Percent Tobacco-Free School

A 100 percent tobacco-free school policy prohibits <u>all tobacco use</u> (including smoking and spit tobacco), by <u>everyone</u> (including students, staff, and visitors), at <u>all times</u> (24 hours a day/7 days a week), <u>everywhere</u> on campus (including athletic fields).

	Does your school have a 100 percent  Yes   No	•	free polic	y current	ly in pla	ce?	
2.	When was the tobacco policy establish	shed?					
3.	Does the policy specify rules for (che students $\square$ staff $\square$ visi	eck all that tors $\Box$	at apply)				
4.	Are all tobacco products covered in t	he policy	? Yes	□ No			
5.	Does the same policy apply to all sch	ools in th	ne school	district?	Yes □	No □	
6.	According to the school policy, are st products in any of the following place	es <b>DURI</b>			CHOOL		?
	Incide cahe al buildings	Yes $\square$		Yes			No □
a.	Inside school buildings	ies 🗆	NO L	i es 🗀	NO L	i es 🗆	NO L
b.	On school grounds in	Vac 🗆	No □	Vac 🗆	Na 🗆	Vac 🗆	No 🗆
	designated areas	Yes □	No □	Yes □		Yes □	No □
C.	Playing fields and spectator areas	Yes □	No □		No □		No □
d.	School sponsored events off campus		No □		No □		No 🗆
e.	School vehicles	Yes □	No □	Yes □	No □	res 🗆	No □
f.	Administrative/other buildings and facilities	Yes □	No □	Yes □	No □	Yes □	No □
7.	According to the school policy, are sin any of the following places <b>AFTE</b> (such as athletic events)?					ed to use	tobacco products
a.	Inside school buildings	Yes □	No □	Yes □	No □	Yes □	No □
b.	On school grounds in	100 _	1,0 =	105	1,0 _	100 _	110 =
0.	designated areas	Yes □	No □	Yes □	No □	Yes □	No □
c.	Playing fields and spectator areas	Yes □	No □		No □		No □
d.	School sponsored events off campus		No □		No □		No □
e.	School vehicles	Yes □	No □		No □		No □
f.	Administrative/other buildings	. 05 🗀	1,0 🗀	100 🗀	110	. 🕶 🗀	1,0 -

and facilities

Yes □ No □ Yes □ No □ Yes □ No □

8.	In your opinion, what is the primary reason your school does not have a 100 percent tobacco-free policy in place at this time?
9.	Does your school (or school district) have a policy in place prohibiting the school district from accepting funding from the tobacco industry – for example, to purchase a health curriculum or computers? Yes $\square$ No $\square$
10.	Does your school (or school district) have a policy in place that prohibits to bacco advertising in school buildings, in property leased by the school, at school functions, in school publications and on students' clothing? Yes $\square$ No $\square$
11.	Describe the changes needed to make the current tobacco policy meet the 100 percent tobacco-free policy criteria.
	Describe how students, staff and visitors are made aware of the school's (or school district's) tobacco policy. Check all that apply.  Signs stating the policy in visible places at school(s)  Student and employee handbooks  Stipulations in contracts  Meetings among staff or with parents
	Describe how students, staff and visitors are made aware of the school's (or school district's) tobacco policy. Check all that apply.  Signs stating the policy in visible places at school(s)  Student and employee handbooks
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1.	Describe how students, staff and visitors are made aware of the school's (or school district's) tobacco policy. Check all that apply.  Signs stating the policy in visible places at school(s)  Student and employee handbooks  Stipulations in contracts  Meetings among staff or with parents  Written information  Verbal announcements at school or school sponsored events  School web site  Other (specify)  In your opinion, how effective are the strategies used to communicate the school's (or school

# **Policy Enforcement**

1.	What is the title of the person/persons monitoring the tobacco policy?		`	<i>'</i>	·	•	d 
	□ No one is in charge of enforce	ing and	monitorin	g the curren	t tobacco	policy.	
2.	How difficult has it been for your schopolicy? Not at all ☐ Some Very difficult to enf	e diffici	ulty with e	consistently nforcement		ie current to	obacco
3.	Of the students, staff and visitors who tobacco use policy?	use tob	acco, how	many comp	ly with th	e school (o	r district)
	1 ,	Few	Some	Most	All of	Them	
	Students						
	Staff			<del></del>			
	Visitors						
4.	Describe the primary problems your school (or district) faces in enforcing the current tobacco policy (for example, students smoking in the restrooms).						
5.	What is the total number of days of Ou school (or district) tobacco policy in the	e 2005	–2006 aca	demic year?			
6.	Which of the following actions are tak for each offense.)	en wne	n students	violate the p	oncy! (C	neck all tha	и арргу
	•	First	Offense	Second O	ffense	Third Offe	ense
a.	Referred to school administrator						
b.	Verbal or written warning or repriman	d					
c.	In-school suspension						
d.	Meeting between parent/guardian and school staff						
e.							
f.	Community/school service						
g.	Notify parent or guardian	-	<del></del>				
h.	Referral to tobacco education or	-	<del></del>				
	alternative to suspension program						
i.	Required attendance in a tobacco						
	education or alternative to suspension						
	program	_					
i.	Other						

7.	Which of the following actions are taken when school staff violate the policy? (Check all that apply for each offense.)			Check all that
	,	First Offense	Second Offense	Third Offense
a.	Referred to school administrator			
b.	Verbal or written warning or reprimand			
c.	Suspension			
d.	Referral to a tobacco education or			
	cessation program			
e.	Required enrollment in tobacco			
	education or cessation program			
f.	Other			
8.	What actions are taken with adult visitors	in violation of the to	obacco policy?	
9.	Describe the changes needed for improve policy to be more effective.			

# **Tobacco Prevention Education and Cessation**

1.	In which grades are tobacco use prevention education taught in your school(s)?				
2.	Is the tobacco use instruction part of a comprehensive school health curriculum? Yes \( \sqrt{No} \) \( \sqrt{If yes, what curriculum is used?} \)				
3.	Which staff members typically provide the instruction?				
4.	Does the school offer alternative-to-suspension programs or classes for students who violate the tobacco policy in order to avoid Out-Of-School Suspension days? Yes $\Box$ No $\Box$				
5.	If yes, please describe the alternative-to-suspension program. Is it available district wide?				
	For which grades?				
	Where is it taught? How often?				
	What is used?				
	What is used?				
6.	How many students completed the school's alternative-to-suspension program during the 2005–2006 academic year?				
7.	Does your school conduct follow-up on students referred to alternative-to-suspension programs? Yes $\square$ No $\square$ If yes, what have been the results?				
8.	Does your school provide access and referral to tobacco cessation programs for students or staff?  Students only   Students and staff   No   No   No   No   No   No   No				
9.	Does your school offer any on-campus cessation programs for students? Yes $\square$ No $\square$ If yes, what programs are offered?				
10.	Does your school offer any on-campus cessation programs for staff? Yes $\square$ No $\square$ If yes, what programs are offered?				
11.	Does your school conduct follow-up on students or staff referred to cessation programs?  Yes □ No □ If yes, what have been the results?				
12.	Does your school conduct activities to promote a tobacco-free lifestyle such as activities around the Great American Smoke-Out or Kick Butts Day? Yes □ No □				

co.	le of Youth	
	In your school, are there any active groups or clubs run by students with tobacco use prevention and reduction as one of their main goals? (such as Teens Against Tobacco Use (TATU)) Yes $\square$ No $\square$ If yes, please list or summarize activities.	
What role do you see youth in your school district playing in advancing a 100 percent tobacco free school policy? What training or assistance will they need in order to do this?		
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	oport for a 100 Percent Tobacco Free School Policy	
	Are you aware of any feedback—either negative or positive—from students, staff or the communit regarding the current tobacco policy for your school (or district)? Yes \( \sqrt{No} \sqrt{No} \sqrt{If yes, please summarize.} \)  Is there discussion or interest from students, staff or the community about implementing a 100	
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# **Partnerships and Collaborations**

1.	Are	e you working with any of these tobacco prevention resources in your community? Check all				
		that apply.				
	a.	Asthma Coalition				
	b.	American Cancer Society				
	c.	American Lung Association				
	d.	American Heart Association				
	e.	Cooperative Extension Services				
	f.	Local Health Department				
	g.	Local Law Enforcement				
	h.	Other				
	i.	Not working with any others				
2.		What organization in your community should be involved in order for your school to successfully plan and advance a 100 percent tobacco free school policy?				
	a.					
	b.					
	c.					
	d.					

# State and Federal Laws State Laws

**438.050 Smoking on school premises** — **Exception.** Any person, except adult employees of the school system who smoke in a room on the school premises designated by the superintendent or principal for the purpose, who smokes tobacco products in any school building or any part of any building used for school purposes, or upon school grounds, while children are assembled there for lawful purposes, except in areas in secondary schools designated and supervised by the superintendent or principal for the purpose, shall be fined not less than one dollar (\$1) nor more than five dollars (\$5). The exception granted for smoking areas designated by the superintendent or principal shall extend to all schools.

#### **Federal Laws**

The **Pro-Children Act of 1994**<sup>2</sup> prohibits smoking in buildings used to provide children under 18 with regular or routine health care, day care, education or library services on a routine or regular basis. The provisions apply if funds are being provided through an applicable federal grant, loan, loan guarantee, or contract.

The prohibition also ensures that children will not witness adult role models such as teachers and caregivers smoking. States and their subdivisions must prohibit smoking in buildings that provide children's services.

Administrative compliance orders and civil penalties, not to exceed \$1,000 per violation, may be imposed by the Department for Health and Human Services (HHS) for a violation, with each day of non-compliance considered a separate violation.

# Policy and Environmental Change

#### **Tobacco-Free Schools**

Schools play an important role in preventing tobacco use by youth. They also play an important role in helping and encouraging students who already smoke to quit, and creating a healthy and supportive tobacco-free environment.

Tobacco-free schools enhance the physical, mental and social health of students and staff. Tobacco-free school policies do more than prevent individual use of tobacco, they reduce exposure to second-hand smoke, decrease damage to school property, and make it easier to maintain school facilities.<sup>4</sup>

The American Academy of Pediatrics (AAP) Committee on Substance Abuse recommends that "Hospitals, medical offices, schools, child care programs, and other places frequented by children should maintain a tobacco-free environment." Their Committee on Environmental Health also recommends that "Pediatricians should work with school boards to ban smoking in schools and on school property, including teachers' lounges. For more information, visit the AAP web site at <a href="https://www.aap.org">www.aap.org</a>.

#### Values and Benefits of Tobacco-Free Schools

# Provides positive role modeling by adult employees and visitors

The idea that tobacco use is socially accepted by others, including respected adults, encourages acceptance of ongoing use of tobacco products. Enactment of a tobacco-free school policy represents a firm commitment by school administration, teachers and parents to prohibit tobacco use by students, employees and visitors. Enforcement of the tobacco-free policy confirms the commitment and proves genuine opportunities for adults and peers to serve as role models.

# • Reduces children's observation of tobacco use and takes a firm stand against it

Adult attitudes towards tobacco use and adult tobacco use behaviors can perpetuate the perception of acceptance. Studies have found that parental permissiveness – parents not making a strong stand against kids using tobacco products – has been identified as a key factor in teen initiation and use. School policies that include information about the importance of positive adult role modeling in their rationale can provide administrators with support for policy change.

### • Supports prevention messages delivered in classrooms

Tobacco use prevention education is considered an essential element of comprehensive school health programs. Resistance skills are often taught to help children learn to resist offers of alcohol, tobacco and other drugs. Coaches of athletic teams regularly prohibit tobacco use by team members. School hallways and bulletin boards often display prevention messages. How then are children to understand stepping outside their classrooms to view

clusters of students and/or teachers using tobacco on school grounds? Schools that are not tobacco-free send conflicting messages to students about tobacco use.

# • Provides safe environment for students by reducing exposure to secondhand smoke

Children become involuntary victims of secondhand smoke indoors and outdoors. Where smoking is allowed indoors, only floor-to-ceiling enclosure and a separate ventilation system can keep the gases and particulate matter in smoke from migrating. Simple separation is not enough. Smoking outside near building entrances or fresh air intakes often results in migration of smoke indoors.

Clusters of students, employees or visitors smoking at entrances and school-sponsored events, can make it difficult for students who do not wish to have smoke on their clothes and in their hair. Passing through the smoking area may trigger an asthma attack or exacerbate respiratory problems in students. This does not meet the standard of a safe environment.

### • Complies with Federal Legislation prohibiting smoking inside school buildings

The Pro Children Act of 1994 states the following. "No person shall permit smoking within any indoor facility utilized for services to kindergarten, elementary or secondary education or library services to children." Also included are children's services for routine health care or day care or early childhood development. This applies to all schools and programs that are funded by the Federal government or through state and local government by federal grant, loan, and loan guarantee or contract programs.

# Frequently Asked Questions

# What is the definition of a 100 percent tobacco-free school district?

No student, staff or school visitor (including contracted workers) are permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented or contracted by the school district;
- o On school grounds, athletic grounds, or parking lots;
- o At any school-sponsored event off campus.

# Will we risk losing our adult supporters at athletic events?

It is highly unlikely that you will lose adult supporters at athletic events. In fact, research shows that you will likely gain new supporters. They understand and appreciate that school policies, such as ones prohibiting tobacco use and alcohol use, are designed to protect the safety of youth and offer a positive environment for students and families.

The expectation that an event or a facility is tobacco-free has become more common in many social situations as we have become more aware of the health risks of secondhand smoke. As malls, movie theatres, restaurants and air travel have become smokefree, there has not been a drop off in patronage. The school policy does not require people to quit using tobacco, it simply asks them to refrain from using tobacco on school property and at school sponsored events.

# How do we handle maintenance staff, construction crews and contractors that come on campus?

This would be handled just like the enforcement of other policies related to substance abuse on campus (such as alcohol) or certain behavior expectations (no firearms). Inform potential contractors of the policy in all interviews, and include a no-tobacco use clause in all contracts. Include a written statement in the contract that firms or organizations will be charged a cleaning fee if they do not ensure that all staff and visitors comply with the policy. In addition, make sure there is signage on campus communicating the policy.

#### What about the argument that it's legal for adults to use tobacco?

Tobacco is a legal product for adults to purchase and use, a tobacco-free school policy restricts tobacco use on school campus (and at school events) only. Adult tobacco users have the option of going off campus to use tobacco. However, students are required to be at school and don't have the option to leave in order to avoid exposure to secondhand smoke.

# If we develop a 100 percent tobacco-free policy, how will we enforce it?

Experience has shown that early and frequent communication, such as signage, letters home, information at events and announcements during outdoor athletic events, is the key to successfully enforcing policy. We encourage schools to develop enforcement procedures for the tobacco use policy just as they would for any other policy. A detailed, comprehensive enforcement plan will allow for easier acceptance of the policy and fewer violations. A comprehensive enforcement plan for students, staff and visitors will include the following:

- o Consequences for violating the policy;
- o Details on how the policy will be enforced;
- o Who is responsible for enforcement;
- o Training provided to enforcement personnel;
- o A process for handling complaints and other issues.

# **Suggestions to enhance enforcement:**

- o Be positive. Emphasize that being tobacco-free is in the best educational, health and economic interests of all.
- Clearly communicate the policy.
- Commit to enforcing the new plan consistently. This will send a strong message about the importance of the policy by those enforcing it. Expect some people to "test" whether the policy will be consistently enforced.
- Select an implementation date with significance, such as the start of the new school year or the beginning of a new semester.
- o Allow sufficient time for people to prepare for implementation.
- o Provide everyone an opportunity to get involved in the implementation and enforcement, including tobacco users, students, volunteers, maintenance workers and others.
- o Ask all staff to assist in communicating and ensuring uniform enforcement of the policy.
- Organize special sessions to train and educate those who will be taking the lead on enforcement.
- o Contact your local health department tobacco education specialist to assist with training and education.

# **Policy Communication**

The key to compliance is clear, consistent and ongoing communication. We encourage you to visit with members of your school and community to develop a policy communication plan for your school (school district). How you frame the message, the communication channels and strategies used to reach various groups including students, staff, parents, and contract workers and people who use school facilities – and how often your message is repeated are factors to consider.

Commun	ication checklist:
	Letter to parents
	Working with local media
	Sporting event announcements
	Positive statements about the new policy
	Tobacco-Free Schools Signs Project
	School public address (PA) and closed-circuit TV announcements to students

# Recommended Tobacco Use Policy

Provided by the Kentucky School Board Association

Dara Bass, Director of Policy and Procedure Services 260 Democrat Drive – Frankfort, KY 40601 1-800-372-2962, Ext. 220

#### PERSONNEL 03.2327

-Classified Personnel-

#### Use of Tobacco

Use of Tobacco Prohibited

The use of any tobacco product is prohibited in any building owned or operated by the Board.

#### References:

KRS 438.050 OAG 81-295 702 KAR 5:080 (31) OAG 91-137 KRS 160.290 KRS 160.340 The Pro-Children Act of 1994

# Related Policy:

09.4232

#### **STUDENTS** 09.4232

#### **Tobacco**

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

# References:

KRS 438.350 KRS 438.050 The Pro-Children Act of 1994 OAG 81-295 KRS 160.290 KRS 160.340 KRS 161.180 OAG 91-137

#### **COMMUNITY RELATIONS**

# Visitors to the Schools

#### **Local Citizens**

The Board encourages parents, professional educators, and others who have legitimate interests to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

#### **Outsiders**

Professional educators and citizens who are from other communities and who wish to observe the schools in operations are welcome. Arrangements for such visits must be made in advance with the Superintendent.

#### Conduct

All visitors to the schools must conduct themselves so as not to interfere with the daily operations of the school program.

# Use of tobacco prohibited

The use of any tobacco product is prohibited in any building owned or operated by the Board.

#### References:

OAG 91-137

The Pro-Children Act of 1994

Regarding off campus policy: State law forbids anyone from smoking on a bus, including field trips. However, unless a policy specifically forbids smoking in front of students (which some do), adults could smoke on field trips.

The *(name of school/school district)* recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities.

The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students.

The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees and visitors on the school campus.

#### Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

in any building, facility or vehicle owned, leased, rented or chartered by the (Name of School/School District) Schools;

on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by *(Name of Board of Education)*; or at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing or otherwise ingesting the tobacco product.

#### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping or any other use of tobacco products.

# Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free school policy.

#### **Enforcement for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's student behavior management plan. Students who violate the tobacco use policy will be referred to the guidance counselor, a school nurse or other health or counseling service for all offenses for health information, counseling and referral. The administration will consult with appropriate health organizations in order to provide student violators with access to an alternative to suspension program. The program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school.

# **Enforcement for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

# **Opportunities for Cessation**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

# **Prevention Education**

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment

# **Procedures for Implementation**

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be developed and communicated to all students, staff and parents.

#### **Internet Resources**

Last accessed 9/5/06

American Academy of Pediatrics (AAP) www.aap.org

Americans for Nonsmokers' Rights <a href="http://www.no-smoke.org/">http://www.no-smoke.org/</a>

Campaign for Tobacco-Free Kids <a href="http://www.tobaccofreekids.org">http://www.tobaccofreekids.org</a>

Centers for Disease Control and Prevention, Tobacco Prevention and Information Source <a href="http://www.cdc.gov/tobacco/">http://www.cdc.gov/tobacco/</a>

Kentucky Tobacco Policy Research Program (University of Kentucky) <a href="http://www.mc.uky.edu/tobaccopolicy/KentuckyDataReports/default.HTM">http://www.mc.uky.edu/tobaccopolicy/KentuckyDataReports/default.HTM</a>

Tobacco Control Legal Consortium <a href="http://www.wmitchell.edu/tobaccolaw/legalupdate.html">http://www.wmitchell.edu/tobaccolaw/legalupdate.html</a>

Tobacco Prevention and Cessation Program, Kentucky Department for Public Health <a href="http://chfs.ky.gov/dph/ach/tobacco.htm">http://chfs.ky.gov/dph/ach/tobacco.htm</a>